

Macomb Community Action Advisory Board
Planning and Evaluation Committee Meeting
January 29, 2009

The Macomb Community Action Advisory Board Planning and Evaluation Committee met on Thursday, January 29, 2009 in the VerKuilen Building, MI Works! Conference Room-Suite 11, 21885 Dunham Rd., Clinton Township, MI.

MEMBERS PRESENT:

Denise Amenta, Chair
Hazel Rivers
Debi Schroeder
Jessica Cheshire
Fran Sturtz
Pastor Mack
Nellie Martin
Tammy Patton
Linda Girolamo

MEMBERS EXCUSED:

Mary George
Peggy Kennard
Commissioner Tocco

GUEST:

Laura Johnson replacement for Linda Girolamo

STAFF PRESENT:

Mary Solomon
Madeleine Olszak
Holly Ehrke
Kathleen Nicosia

1. Call to Order

The meeting was called to order by Chair Amenta at 11:50 a.m.

Chair Amenta introduced herself to the Committee. She will be chairing the Planning Committee this year.

Chair Amenta introduced Laura Johnson. Ms. Johnson will be replacing Linda Girolamo as the representative of the Department of Human Services. Chair Amenta thanked Ms. Girolamo for her dedication and support to the mission, vision and values of MCCSA programs.

2. Determination of a Quorum

It was determined that a quorum was established with 9 members present

3. Approval of the Agenda

Debi Schroeder, supported by Fran Sturtz, made a motion to approve the Agenda as submitted. Motion carried.

4. Public Comment

Chair Amenta stated that this committee operates under the Open Meetings Act and asked if anyone was present who wished to address the Committee. There being no one present requesting this privilege, Chair Amenta proceeded with the meeting.

5. Approval of November 26, 2008 Minutes

Debi Schoreder supported by Linda Girolamo, made a motion to approve the November 26, 2008 minutes. Motion carried.

6. Head Start Program Update

Ms. Olszak stated that the Head Start Peer Review is mandatory. The Program is evaluated once every 3 years. There will be 5 – 10 people evaluating the Head Start Program insuring the program is following Federal Guidelines.

Ms. Nicosia presented the Head Start Peer Review update. She distributed a packet of the Head Start Protocol for MCAAB. She presented the following questions from the packet. She explained the answers are in the packet for the MCAAB Members to review.

- Does the composition of the governing body reflect the following?
 - At least one member has a background and expertise in fiscal management or accounting
 - At least one member has a background and expertise in early childhood education and development
 - At least one member is a licensed attorney familiar with issues that come before the governing body
 - Additional members who reflect the community and include parents of formerly or currently enrolled Head Start children
 - Other members selected for their expertise in education, business administration, or community affairs
- Have current governing body members received appropriate training and technical assistance to ensure they understand the information they receive and can oversee and participate in the program effectively?
- Do governing body members receive the following information or reports?
 - Monthly financial statements
 - Monthly program information summaries
 - Program enrollment reports
 - Monthly reports of meals and snacks provided
 - Financial audits
 - Annual Self-Assessment
 - Community-wide strategic planning and needs assessment
 - Communication and guidance from the Secretary
 - Program Information Reports (PIR)

- Does the governing body perform the following activities to support program administration and implementation?
 - Selecting delegate agencies and the service areas for such agencies
 - Establishing procedures and criteria for recruiting, selecting, and enrolling children
 - Developing procedures for selecting Policy Council members
 - Establishing, adopting and periodically updating written standards of conduct that determine how complaints are disclosed, addressed, and resolved, including investigations
 - Reviewing all applications for funding and amendments to applications for funding
- Does the governing body review and approve all major policies of the grantee?
 - Annual Self-Assessment and financial audit
 - Program's progress in carrying out the grant application provisions, including implementation of corrective actions
 - Personnel policies regarding hiring, evaluation, termination, and compensation
 - Policies and procedures regarding hiring, evaluation, compensation and termination of the Executive Director, Head Start Director, Director of Human Resources, Chief Financial Officer, or other person in an equivalent position
 - Results from monitoring, including appropriate follow-up activities
- Does the governing body approve financial management, accounting, and reporting policies?
- Has the governing body fulfilled its major responsibilities, including legal and fiscal administration and oversight; assuring active, independent, and informed governance; and ensuring compliance with applicable laws and regulations?

Ms. Olszak reviewed the Fiscal Management Protocol:

- Has the program's governing body established and implemented strong, appropriate internal controls to safeguard Federal funds?
- Do the program's governing body members meet the conflict of interest requirements?
- Does the program's governing body have at least one member with a background and expertise in fiscal management or accounting unless the lack of availability has been documented?
- Are periodic financial status reports provided to program governing bodies, policy groups, and staff to advise them and to control program quality and maintain program accountability?

Discussion followed.

a) Receive and File Head Start Customer Satisfaction Survey

Ms. Nicosia reviewed the Head Start Customer Satisfaction Survey for 2007-2008.

Jessica Cheshire supported by Pastor Mack, made a motion to receive and file the Head Start Customer Satisfaction Survey. Motion carried.

b) Receive and File Head Start Policy Council Update

Ms Patton presented the Head Start Policy Council update. She stated the Head Start Policy Council is:

- Reviewing the menus – discussing the issues of MSG and Red Dyes in the food.
- She stated that the Policy Council will meet on Fridays and they will be inviting the Head Start teachers for their input.
- The members of the Policy Council are working on the Head Start Programs By-Laws revisions.
- She stated that they are working on scheduling the Parent Events for 2009.

Hazel Rivers supported by Fran Sturtz, made a motion to receive and file the Head Start Policy Council update. Motion carried.

7. Recommendation to Receive and File Program Reports

Ms. Solomon reviewed the Program Component reports.

Fran Sturtz supported by Hazel Rivers, made a motion to receive and file the Program Component reports. Motion carried.

8. Emerging Issues

Ms Sturtz announced that Jim Jacobs is working on a Community Development Day where the employees of the college can receive information on how to give back to the Community. The suggestion was made to have 50 minute workshops. Community Agencies will be able to present information on their programs.

Ms. Cheshire distributed a flyer about free tax preparation services.

Ms. Girolamo announced that the Department of Human Services staff has been working overtime. She stated she does not know what resources are available for clients when they have exhausted all their benefits.

Ms. Schroeder stated that the proceeds from the Henry Ford Macomb Hospital fundraisers will be donated to help underserved people with medical assistance and food.

9. Other Business

Ms. Solomon distributed flyers for the Walk for Warmth – February 21st. and The Macomb Food Programs \$10,000 Elimination Raffle –March 11th.

Denise Amenta distributed the Good Samaritan Coalition Mid-Winter Tastefest flyer. The event will be held Friday, February 6, 2009 at St. Martin de Porres Catholic Church in Warren.

Ms. Solomon shared a thank-you letter from Ida Lynn Burton. Ms. Burton was an award recipient at the December MCAAB Meeting.

10. Schedule Next Meeting – February 26, 2009 – Michigan Works! Conference Room.

11. Adjournment

Pastor Mack, supported by Hazel Rivers, made a motion to adjourn at 1:00 p.m. Motion carried.

Respectfully Submitted

Holly Ehrke